



US Peace Corps Philippines

The United State Peace Corps program in the Philippines seeks qualified candidates for the position of:

REGIONAL MANAGER

(Code: RM)

The Regional Manager (RM) is a skilled senior manager with a passion for service and a belief in the power of grass-roots community development work. S/he will join an established and dedicated staff committed to serving Filipino communities through collaboration between American volunteers and Filipino counterparts. The successful RM is a leader passionate about imparting Filipino culture and excels at intercultural communication. S/he has a strong ability to network at the community level, and has enthusiasm for mentoring diverse Americans on how to successfully navigate life in the Philippines and how to serve as grass-roots development workers in various disciplines.

US Peace Corps was established in 1961 by President John F. Kennedy. It is a US government agency devoted to world peace and friendship. The first batch of Volunteers came to the Philippines in 1961. Since that time, more than 8000 Peace Corps Volunteers (PCVs) have served in the Philippines where they currently work in the fields of Education, Coastal Resource Management and Youth Development.

BASIC FUNCTION OF POSITION

Under the supervision of the Director of Programming and Training, The Regional Manager is responsible for providing direct support to 40-60 Volunteers per year and for establishing and strengthening relationships with local communities in select Regions of the Philippines. S/he leads ongoing site development and field support for up to 60 local communities and their PCVs yearly. The RM is the primary manager for Volunteers cultural learning and integration into Filipino communities, including language acquisition, living with families and joining community life. The RM exercises exemplary professional and personal judgment, and is detailed oriented with above average project planning and program documentation skills. S/he guides key aspects of training development and facilitation; and gives ongoing field support to PCVs deployed across the country. The successful candidate will be a passionate team player and a skilled intercultural communicator. An enjoyment of field work is a must – extensive travel throughout the Philippines required.

MAJOR DUTIES AND RESPONSIBILITIES

Program and Training (25%)

- Cooperates with Sector Managers, other Regional Managers and other staff to create a harmonious and coherent plan for the Peace Corps program, following all the principles of the Peace Corps' methodology and sensitive practice in training and in administration.

- Monitors Peace Corps projects and training activities from a field perspective, identifies assets and challenges in PCV assignments and provides feedback to training and program unit as may be appropriate.
- Surveys and prepares Volunteer assignment sites in collaboration with Sector Managers.
- Manages and enters information for PCV management into the database: site development, host agency information, emergency contact information, quarterly reports, project accomplishments, monitoring and evaluation and follow up information.
- Develops a multi-year regional management plan to identify regional needs for technical assistance and determine multi-year training resource requirements. Organizes regional meetings with host country agencies to disseminate information about Peace Corps Philippines, serves as official representative at regional events, collaborates with Program and Training Officer and Sector Managers in exploring new program opportunities, projects future program levels and requirements, and provides advice on other aspects of program planning as they relate to the RMs expertise and experience.

Volunteer Support (55%)

- Ensures effective human resource management of Volunteers assigned to a region maximizing impact of the Peace Corps program by providing support as needed to each PCV in the following areas: technical support (including in-service training, role clarification); emotional support (personal and professional) on a wide range of issues; cultural adaptation guidance; problem identification and solving, and crisis intervention.
- Although it is expected that most of the Volunteers' needs for support in doing the assigned job will come from Host Country personnel at the site, the RM may be required to intervene when situations occur that cannot be resolved at the site.
- Prepare regular communication and recommendations for the Director of Programming and Training and/or Country Director regarding Volunteer issues
- Travels regularly and extensively throughout the assigned region (and other regions of the country as needed) visiting Volunteers and observing their work at site and establishing and maintaining working relationships with local officials.
- Identifies potential new sites and, in conjunction with Sector Managers, coordinates incoming requests with national coordinating partner.
- Conducts housing checks for new Volunteer placements and in limited circumstances, for Volunteers with approval to change housing during their term of service.
- Monitors Volunteer's work performance, reviews and responds to various reports such as quarterly reports and work plans.
- Organize and facilitate regional training workshops.
- Completes routine reports including site visit reports and special meeting consultations with host agency counterparts. Reviews supervisor feedback information on each Volunteer under their jurisdiction and troubleshoots to resolve any concerns with Volunteers, supervisors and counterparts.
- Responds to issues and concerns reported by volunteers
- Encodes all communication events with the volunteers

Support to Country Program (5%)

- Maintains working relationships, when appropriate, with government agencies, and NGOs in the assigned region in an effort to encourage possible collaboration, and support for, PCV projects.

- Maintains correspondence with regional government and host agency counterparts regarding Volunteer projects, housing, technical support, requests for Volunteers, and program development and implementation.
- Performs other related duties as assigned by the Country Director and/or Director of Programming and Training as deemed relevant.
- Prepares and maintains key reports on program and training activities

Safety & Security (10%)

- Makes recommendations to enhance the Peace Corps safety and security program and training, considering changing realities and specific safety and security concerns in the assigned region.
- Assesses sites for safety or security issues; works with regional officials to understand regional safety and security issues; provides feedback to Peace Corps' Safety and Security Coordinator on any safety issues involving Volunteer sites.
- Ensures that site locator forms are submitted accurately and on a timely basis.
- Conducts PCV housing checks to certify housing meets PC standards.
- Participates in supervisor/counterpart conference/training to ensure supervisors/counterparts understand their role in PCV-related emergencies.
- Ensures all PCV incidents are expeditiously and properly reported according to Peace Corps protocols.
- Understands and performs role as specified in Post EAP.
- Participates in EAP drills as specified by the Safety and Security Coordinator.
- Encodes and updates volunteers' travel itinerary and contact information in VIDA.
- Addresses safety and security proactively by ensuring appropriate assignments for Volunteers and adhering to Peace Corps site development policies and procedures.
- Identifies and communicates Volunteer safety and security concerns or issues related to the Safety and Security Coordinator and the CD.
- Ensures that prospective sites meet established programmatic and safety and security criteria (e.g. safe housing, a clearly defined assignment with an organization that shows real interest in working with a Volunteer, etc.).
- Reviews and references site history files when evaluating potential sites, and incorporates appropriate safety & security-related information into site history files.
- Incorporates appropriate site-specific safety and security related information into site history files.
- Ensures designated host country counterparts participate in counterparts orientation/training and are prepared to work with and support Volunteers, including their role in Volunteer safety and security.
- Maintains communication with each volunteer and solicits periodic feedback , including information about Volunteer safety and security.
- Maintains a calendar of Volunteer site visits, and completes appropriate number of site visits to assess Volunteer progress, safety and security, and to provide technical guidance and moral support.
- Monitors Volunteer compliance with Peace Corps policies, especially related to safety & security.
- Participates in the design and implementation of the Emergency Action Plan (EAP).
- Acts as duty officer, as needed.
- Knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of suspicious incidents, persons or articles.

Inherently Governmental Function (IGF):

May be designated a sub-cashier. (Designated by the Chief Financial Officer)

Responsibilities as a sub-cashier include performing limited cash disbursements as directed by the DMO, proper disbursing and collecting of funds, proper accounting for funds advanced, safeguarding funds advanced, and accepting personal responsibility and financial liability for funds after successful completion of the requisite training for performing sub-cashier duties. **(See MS 760 and OFMH 13)**

Additional Responsibilities (5%)

- A. Facilitates VIP Visits to Volunteers' sites
 - Coordinates with the PCV and the HCA the feasibility of the VIP visit.
 - Prepares documents required for VIP visits: draft itinerary, scene setter, talking points, bio-data of PCVs and HCAs to be visited.
 - Prepares HCAs and PCVs of projected travel: briefs them on the notional plan and activities for the day of the visit.
 - Attends preparation meetings, as requested.
 - Accompanies VIPs to visits.
 - Gathers VIP's feedback of the visit.
 - Writes thank you letters to HCAs and PCVs.
- B. Coordinates in any of the Peace Corps Global Initiatives (i.e. WID/GAD, HIV/AIDS, ICT and V2V)
 - Organizes committees composed of PCVs.
 - Prepares Initiative reports.
 - Networks with NGOs and Government Agencies.
 - Conducts sessions on Global Initiatives during PSTs and ISTs.
 - Writes updates through Weekly Updates.
 - Provides resources to PCVs on Global Initiatives.
 - Attends workshops/seminars on Global Initiatives.
 - Provides ideas/activities to integrate Global Initiatives into the PCVs' technical sectors.

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. **Education:**

Bachelors Degree in ***Social Sciences, Education, Community Development, Management,*** preferably with 1-2 years graduate studies in related degrees.
- b. **Prior Work Experience:**
 - At least 5 years relevant job experience demonstrating increased leadership roles.
 - Experience in training design and facilitation
 - Strong experience in coaching, mentoring, and leading individuals and teams
 - Successful experience working with international organizations or groups
 - Strong experience and demonstrated passion for working closely with people from diverse cultures, backgrounds, and perspectives required.

- c. **Language Proficiency:**
- Level 4 fluency in English and Filipino (Tagalog).
 - Ability to speak multiple Philippine languages a plus.
- d. **Job Knowledge:**
- Refer to Job description
- e. **Skills and Abilities:**
- Ability to communicate at a high level (both oral and written) in English and Tagalog, across multiple levels of contacts. Ability to speak multiple Philippine languages a plus.
 - Ability to maintain high levels of professionalism and confidentiality
 - With high emotional intelligence
 - Ability to both receive and give feedback, to work independently and as part of a team.
 - Willingness to travel extensively and frequently throughout the Philippines, up to 60% of time.
 - Detailed oriented with demonstrated above average project planning and program documentation skills.
 - Practical abilities in the use of MS Office (Outlook, Word, Excel, Power Point), the Internet.
- Familiarity with data management software a plus.

SALARY AND BENEFITS:

- Salary and benefits based on US Embassy Local Compensation Plan
- Bonus of 17.33% of annual basic salary
- Medical/Hospital benefits patterned on US Embassy benefits program
- Overseas training opportunities sponsored by Peace Corps

PROCEDURES FOR APPLICATION:

Interested applicants for this position must submit a cover letter and a comprehensive resume (CV) via email (in MS Word or PDF format of not more than 10MB) to vacancy@ph.peacecorps.gov.

Applications will be received until 12nn January 17, 2014.

Only applicants who satisfactorily meet the requirements will be contacted.

All necessary information has been provided in this announcement, henceforth no phone inquiries will be entertained. Thank you.